

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

October 23, 2013

**SUBJECT:** PROCEDURES FOR COMPLETING THE RECEIPT FOR PROPERTY  
TAKEN INTO CUSTODY, FORM 10.10.00 - REVISED; AND  
BOOKING PROPERTY - FIELD NOTEBOOK DIVIDER, FORM 18.39.01  
- REVISED

**PURPOSE:** This Order revises Department Manual Sections 4/510.10, *Booking Evidence And Non-Evidence - General* and 4/645.20, *Property Taken From An Arrestee*, and the Receipt For Property Taken into Custody, Form 10.10.00, to include procedure to redact (e.g., black/scratch-out or delete) certain information contained on a Form 10.10.00 that could be used for the crime of identity theft, prior to releasing the duplicate copy of the Form 10.10.00 to the person being relieved of the property. Additionally, this Order revises the Booking Property - Field Notebook Divider, Form 18.39.01, to conform to the revised procedure.

**PROCEDURE:**

- I. **BOOKING EVIDENCE AND NON-EVIDENCE - REVISED; AND PROPERTY TAKEN FROM AN ARRESTEE - REVISED.** Attached are the revised Department Manual Sections 4/510.10, *Booking Evidence And Non-Evidence - General*, and 4/645.20, *Property Taken From An Arrestee*, with revisions indicated in italics.
- II. **RECEIPT FOR PROPERTY TAKEN INTO CUSTODY, FORM 10.10.00 - REVISED.** The "Instructions for Completion" portion within the Receipt For Property Taken into Custody, Form 10.10.00, has been revised to include procedure to redact information that could be used for the crime of identity theft. The use, completion, and distribution of this form remain unchanged.
- III. **BOOKING PROPERTY - FIELD NOTEBOOK DIVIDER, FORM 18.39.01 - REVISED.** The Booking Property - Field Notebook Divider, Form 18.39.01, has been revised to conform to Department Manual Section 4/510.10.

**FORM AVAILABILITY:** The Receipt For Property Taken into Custody form, in carbonless paper form, will be available for ordering from the Distribution Center, Department of General Services, in approximately 60 days. A copy of the form is attached for duplication and immediate use and is available in LAPD E-Forms on the Department's Local Area Network (LAN).

October 23, 2013

**AMENDMENTS:** This Order amends Sections 4/510.10 and 4/645.20 of the Department Manual. The "Form Use" link applicable to the Receipt For Property Taken into Custody form is accessible on LAPD E-Forms on the Department's LAN.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read 'C. Beck', with a stylized, cursive script.

CHARLIE BECK  
Chief of Police

Attachments

DISTRIBUTION "D"

**Department Manual**  
**Volume IV**  
**Revised by Special Order No. 25, 2013**

**510.10 BOOKING EVIDENCE AND NON-EVIDENCE – GENERAL.** The employee seizing or taking custody of evidence *must* ensure it is properly booked without unnecessary delay.

All property which is to be booked *must* be inventoried and listed on the Property Report, Form 10.01.00. The employee seizing or taking custody of a closed container *must* open the container prior to booking and conduct an inventory search if its contents cannot be determined from examining its exterior. Evidence may only be booked by a sworn employee, a Police Service Representative in the course of his/her official duties, a detention officer assigned to Jail Division, or a civilian employee conducting specialized investigative work. Responsibility for booking evidence may be assumed by the detective or the civilian investigative specialist at the scene.

Employees *must* book only the quantities of evidence necessary for case prosecution. In instances when the rightful ownership of property can be readily determined, and case prosecution will not be jeopardized, the property *must* be returned to the owner. When appropriate, employees *must* utilize photographs in lieu of actual evidence.

**Note:** If there is a question as to whether or not photographs will suffice in lieu of actual evidence items, the booking employee should seek the advice of a supervisor or the concerned detective.

Non-evidence *will* not be booked into a Department storage facility unless circumstances necessitate booking of the property.

The employee seizing or taking custody of property *must* issue a Receipt For Property Taken into Custody, Form 10.10.00 (duplicate copy), to the person relieved of the property (Manual Section 4/645.20 and Section 10.10.00, accessible within the “Form Use” link, on LAPD E-Forms on the Department’s Local Area Network). *Prior to releasing the duplicate copy of the Form 10.10.00 to the person being relieved of the property, the following information must be redacted (e.g., blacked/scratched-out or deleted):*

- \* *All information except the last two numbers of a credit card(s);*
- \* *All information except the last two numbers of bank account number(s);*
- \* *Driver’s license information;*
- \* *Passport information;*
- \* *Social Security Number(s); and,*
- \* *Any personal information that can be reused for an identity theft crime.*

*The redacted copy **must** be provided to the person(s) being relieved of the property. If officers are unsure of whether or not to redact certain information, or what portion of the information to redact, advice should be sought from the concerned Area detectives or watch commander.*

**Department Manual**  
**Volume IV**  
**Revised by Special Order No. 25, 2013**

The **original** of the Form 10.10.00 *must* be included as a page of the original Property Report, Form 10.01.00; Release From Custody (RFC) Report Continuation, Form 05.02.08; or Arrest Report, Form 05.02.00, when evidence to be booked is listed.

Evidence and non-evidence *must* not be stored in the personal possession of any employee, except certain forgery-related evidence (Manual Section 4/570.20). One copy of the Property Report, Form 10.01.00, or Release From Custody Report Continuation, Form 05.02.08; or Arrest Report face sheet, Form 05.02.00, *must* accompany the property when booked.

**Exception:** Two copies *must* accompany narcotics or firearm bookings.

It is not necessary to issue the Form 10.10.00 for blood and urine samples or biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Form 10.10.00 used to list other property taken from an arrestee or victim.

When the finding of non-evidence is reported and the finder refuses to relinquish custody of the property to the Department, the interviewing employee *must* complete a Property Report, Form 10.01.00, and make a notation on the report that the property is in the possession of the finder.

**Note:** The assigned detectives (Manual Section 4/790.) *must* ensure that the finder has complied with laws governing found property (Civil Code 1020.1, 2080.3; Penal Code 177 and 485).

The employee booking property *must*, if circumstances permit, check identifiable property against the Automated Property System and provide information regarding any reported stolen property in the reports. The booking employee *must* notify each detective division handling a case involving the booked property by completing the "Extra Copy To" portion of the reports to ensure notification and report distribution to each detective division.

**Note:** When an employee recovers property from an area containing more than one person (i.e., cell, holding tank, etc.), the employee *must* ensure that the detective division responsible for each arrestee is notified using the above-referenced procedure.

Investigative officers within the booking employee's Area should confer with any other entity handling a case involving the booked property to determine responsibility for disposition of the property.

**Note:** Booking employees must continue to check all firearms against the Automated Firearms System (Manual Section 4/540.30) and attach a copy of the printout to the appropriate report.

**Department Manual**  
**Volume IV**  
**Revised by Special Order No. 25, 2013**

**645.20 PROPERTY TAKEN FROM AN ARRESTEE.** Property which has been taken from the possession of an arrestee *must* be accounted for as follows:

**Evidence.** Property taken from an arrestee which has, or may have, evidential value *must* be booked as Evidence. A Receipt For Property Taken into Custody, Form 10.10.00, *must* be issued to the arrestee at the time that the property is removed from his/her person or control. When circumstances make the immediate completion of the Form 10.10.00 impractical, it *must* be issued as soon as possible after the property is taken into Department custody.

*Note: Officers must ensure that any information that can be used for the crime of identity theft are redacted (blacked/scratched-out or deleted) from the Form 10.10.00 prior to releasing the duplicate copy of the Form 10.10.00 to the person being relieved of the property (as outlined in Manual Section 4/510.10).*

The **original** of the Form 10.10.00 *must* be included as a page of the original Property Report, Form 10.01.00; Release From Custody (RFC) Report Continuation, Form 05.02.08; or Arrest Report, Form 05.02.00, when evidence to be booked is listed.

It is not necessary to issue Form 10.10.00 for blood and urine samples and biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Form 10.10.00 used to list other property taken from an arrestee or victim.

**The remainder of this section remains unchanged.**



FOR INFORMATION REGARDING PROPERTY RELEASE, CONTACT THE DETECTIVE DIVISION INDICATED BY AN "X" BELOW, BETWEEN THE HOURS OF 7:30 A.M. AND 3:30 P.M., MONDAY THROUGH FRIDAY.

Contact information for LAPD Detective Divisions is also available at [www.lapdonline.org](http://www.lapdonline.org) or by calling (877) ASK-LAPD. If your address changes or you have no permanent address, it is your responsibility to contact the appropriate detective Area after case adjudication (i.e., case rejected, sentenced to county jail or state prison, placed on parole or probation). Please be advised that if property taken into custody, which may lawfully be released, is not claimed within 90 days after the case has been adjudicated, the property is subject to disposal.

### **DETECTIVE DIVISIONS**

### **PHONE NOS.**

### **TDD NOS.**

<input type="checkbox"/> CENTRAL - 251 EAST 6th STREET, LOS ANGELES 90014	(213) 972-1200	(213) 485-9819
<input type="checkbox"/> DEVONSHIRE - 10250 ETIWANDA AVENUE, NORTHRIDGE 91325	(818) 832-0609	(818) 832-0665
<input type="checkbox"/> Foothill - 12760 OSBORNE STREET, PACOIMA 91331	(818) 834-3115	(818) 756-8861
<input type="checkbox"/> HARBOR - 2175 JOHN S. GIBSON BLVD., SAN PEDRO 90732	(310) 726-7900	(310) 726-7706
<input type="checkbox"/> HOLLENBECK - 2111 EAST 1st STREET, LOS ANGELES 90033	(323) 342-8900	(323) 224-0125
<input type="checkbox"/> HOLLYWOOD - 1358 NORTH WILCOX AVENUE, LOS ANGELES 90028	(213) 972-2967	(213) 485-9899
<input type="checkbox"/> MISSION - 11121 NORTH SEPULVEDA BLVD., MISSION HILLS 91345	(818) 838-9810	(818) 837-9858
<input type="checkbox"/> NEWTON - 3400 SOUTH CENTRAL AVENUE, LOS ANGELES 90011	(323) 846-5363	(323) 846-6535
<input type="checkbox"/> NO. HOLLYWOOD - 11640 BURBANK BLVD., NORTH HOLLYWOOD 91601	(818) 623-4045	(818) 756-9035
<input type="checkbox"/> NORTHEAST - 3353 SAN FERNANDO ROAD, LOS ANGELES 90065	(323) 344-5702	(213) 485-6407
<input type="checkbox"/> OLYMPIC - 1130 SOUTH VERMONT AVENUE, LOS ANGELES 90006	(213) 382-9380	(213) 382-4365
<input type="checkbox"/> PACIFIC - 12312 CULVER BLVD., LOS ANGELES 90066	(310) 482-6313	(310) 482-6419
<input type="checkbox"/> RAMPART - 1401 WEST 6th STREET, LOS ANGELES 90017	(213) 484-3450	(213) 484-3664
<input type="checkbox"/> 77TH STREET - 7600 SOUTH BROADWAY, LOS ANGELES 90003	(213) 485-4175	(213) 485-6409
<input type="checkbox"/> SOUTHEAST - 145 WEST 108th STREET, LOS ANGELES 90061	(213) 972-7813	(213) 485-9934
<input type="checkbox"/> SOUTHWEST - 1546 WEST MARTIN LUTHER KING BLVD., LOS ANGELES 90062	(213) 485-6570	(213) 485-1015
<input type="checkbox"/> TOPANGA - 21501 SCHOENBORN STREET, CANOGA PARK 91304	(818) 756-4820	(818) 756-5899
<input type="checkbox"/> VAN NUYS - 6240 SYLMAR AVENUE, VAN NUYS 91401	(818) 374-0040	(818) 785-6619
<input type="checkbox"/> WEST LOS ANGELES - 1663 BUTLER AVENUE, WEST LOS ANGELES 90025	(310) 444-1580	(866) 924-4206
<input type="checkbox"/> WEST VALLEY - 19020 VANOWEN STREET, RESEDA 91335	(818) 374-7730	(818) 705-1566
<input type="checkbox"/> WILSHIRE - 4861 VENICE BLVD., LOS ANGELES 90019	(213) 922-8205	(213) 485-2112

### **NARCOTICS**

<input type="checkbox"/> VALLEY AREAS: VALLEY BUREAU FILING UNIT - 6240 SYLMAR AVENUE, VAN NUYS 91401 (Devonshire, Foothill, Mission, North Hollywood, Topanga, Van Nuys, West Valley)	(818) 374-0095	(818) 785-6619
<input type="checkbox"/> ALL OTHER AREAS: NARCOTICS DIVISION FILING UNIT - 251 EAST 6TH STREET, LOS ANGELES 90014	(213) 833-3710	(877) 275-5273

### **OTHER**

☐ \_\_\_\_\_

### **INSTRUCTIONS FOR COMPLETION**

**Evidence Taken From Arrestees:** An employee seizing or taking custody of property must issue a Receipt for Property Taken into Custody, Form 10.10.00 (duplicate copy) to the person relieved of the property (Manual Section 4/645.20 and Section 10.10.00, accessible within the "Form Use" link, on LAPD E-Forms on the Department's LAN), Penal Code Sections 1412 and 4003. Any information that could be used for the crime of identity theft must be redacted. The original Form 10.10.00 must be included as a page of the original Property Report, Form 10.01.00; Release from Custody (RFC) Report Continuation, Form 05.02.08; or Arrest Report, Form 05.02.00, when evidence is listed.

**Found Property:** An employee seizing or taking custody of found property shall issue a Receipt for Property Taken into Custody, Form 10.10.00 (duplicate copy) to the person relieved of the property (Manual Section 4/645.20 and Section 10.10.00, accessible within the "Form Use" link, on LAPD E-Forms on the Department's LAN). State law provides that title to found property may vest in the finder if the owner does not come forward within 90 days after receipt by the police department, Civil Code Section 2080.3. If no claim is made by the owner or a finder within 97 days after booking, found property will be disposed of.

**NOTE:** Penal Code Section 18265 provides that firearms seized at the scene of a domestic dispute shall be available to the owner or possessor in no less than 48 hours, but no longer than 5 days after the seizure, if the firearm is not retained as evidence related to criminal charges or is illegally possessed.

## BOOKING PROPERTY FIELD NOTEBOOK DIVIDER

**4/505.10 CLASSIFICATIONS OF PROPERTY.** Items entered into the Department property system *must* be classified as follows:

- \* **Evidence** - items which are or may be related to a crime, or which may either implicate or exonerate a person;
- \* **Non-evidence** - property other than evidence or excess personal property; or,
- \* **Excess (non-evidentiary) Personal Property** - personal property of an arrestee, which cannot be packaged in a prisoner's property package or purse.

**510.10 BOOKING EVIDENCE AND NON-EVIDENCE – GENERAL.** The employee seizing or taking custody of evidence *must* ensure it is properly booked without unnecessary delay.

All property which is to be booked *must* be inventoried and listed on the Property Report, Form 10.01.00. The employee seizing or taking custody of a closed container *must* open the container prior to booking and conduct an inventory search if its contents cannot be determined from examining its exterior. Evidence may only be booked by a sworn employee, a Police Service Representative in the course of his/her official duties, a detention officer assigned to Jail Division, or a civilian employee conducting specialized investigative work. Responsibility for booking evidence may be assumed by the detective or the civilian investigative specialist at the scene.

Employees *must* book only the quantities of evidence necessary for case prosecution. In instances when the rightful ownership of property can be readily determined, and case prosecution will not be jeopardized, the property *must* be returned to the owner. When appropriate, employees *must* utilize photographs in lieu of actual evidence.

**Note:** If there is a question as to whether or not photographs will suffice in lieu of actual evidence items, the booking employee should seek the advice of a supervisor or the concerned detective.

Non-evidence *will* not be booked into a Department storage facility unless circumstances necessitate booking of the property.

The employee seizing or taking custody of property *must* issue a Receipt For Property Taken into Custody, Form 10.10.00 (duplicate copy), to the person relieved of the property (Manual Section 4/645.20 and Section 10.10.00, accessible within the "Form Use" link, on LAPD E-Forms on the Department's Local Area Network). *Prior to releasing the duplicate copy of the Form 10.10.00 to the person being relieved of the property, the following information must be redacted (blacked/scratched-out or deleted):*

- \* *All information except the last two numbers of a credit card(s);*
- \* *All information except the last two numbers of bank account number(s);*
- \* *Driver's license information;*
- \* *Passport information;*
- \* *Social Security Number(s); and,*
- \* *Any personal information that can be reused for an identity theft crime.*

*The redacted copy **must** be provided to the person(s) being relieved of the property.*

*If officers are unsure of whether or not to redact certain information, or what portion of the information to redact, advice should be sought from the concerned Area detectives or watch commander.*

The **original** of the Form 10.10.00 *must* be included as a page of the original Property Report, Form 10.01.00; Release From Custody (RFC) Report Continuation, Form 05.02.08; or Arrest Report, Form 05.02.00, when evidence to be booked is listed.

Evidence and non-evidence *must* not be stored in the personal possession of any employee, except certain forgery-related evidence (Manual Section 4/570.20). One copy of the Property Report, Form 10.01.00, or Release From Custody (RFC) Report Continuation, Form 05.02.08; or Arrest Report face sheet, Form 05.02.00, *must* accompany the property when booked.

**Exception:** Two copies *must* accompany narcotics or firearm bookings.

It is not necessary to issue the Form 10.10.00 for blood and urine samples or biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Form 10.10.00 used to list other property taken from an arrestee or victim.

When the finding of non-evidence is reported and the finder refuses to relinquish custody of the property to the Department, the interviewing employee *must* complete a Property Report, Form 10.01.00, and make a notation on the report that the property is in the possession of the finder.

**Note:** The assigned detectives (Manual Section 4/790) *must* ensure that the finder has complied with laws governing found property (Civil Code 1020.1, 2080.3; Penal Code 177 and 485).

The employee booking property *must*, if circumstances permit, check identifiable property against the Automated Property System and provide information regarding any reported stolen property in the reports. The booking employee *must* notify each detective division handling a case involving the booked property by completing the



"Extra Copy To" portion of the reports to ensure notification and report distribution to each detective division.

**Note:** When an employee recovers property from an area containing more than one person (i.e., cell, holding tank, etc.), the employee *must* ensure that the detective division responsible for each arrestee is notified using the above-referenced procedure.

Investigative officers within the booking employee's Area should confer with any other entity handling a case involving the booked property to determine responsibility for disposition of the property.

**Note:** Booking employees *must* continue to check all firearms against the Automated Firearms System (Manual Section 4/540.30) and attach a copy of the printout to the appropriate report.

**4/510.60 PROPERTY IMPROPERLY PRESENTED FOR BOOKING.** A Property Officer *must* inspect all evidence and non-evidence submitted for booking to ensure the property is:

- \* Properly packaged;
- \* Identified correctly; and,
- \* Accurately described on the report.

Property will not be accepted until the deficiencies are corrected.

**Note:** The watch commander *must* inspect all narcotics evidence submitted for booking and *must* ensure the property is properly packaged, identified, and stored in the Area's interim storage area. The watch commander *must* cause the evidence to be transferred to Central or Valley Property Section (Manual Section 4/515.30).

#### **4/520.10 EVIDENCE BOOKED TO ARRESTEE.**

When evidence is known to be related to previously booked evidence, it *must* be booked to the same person under the same DR number as originally reported. Item numbers *must* start with the next sequential number from the original report. If not related to previously booked evidence, evidence *must* be booked to the arrestee whether seized at the time of arrest or subsequent thereto. When two or more persons are arrested at the same time and place, all evidence *must* be booked to one arrestee whose name *must* appear in the space provided on the Property Report, Form 10.01.00, or Release From Custody (RFC) Report Continuation, Form 05.02.08. Names and information regarding other arrestees and evidence *must* appear in the narrative of the report. The report *must* designate from whom the various items were seized.

If no arrest has been made, the evidence *must* be booked to the victim.

If there is neither an arrestee nor a victim, evidence *must* be booked to the owner or possessor of the evidence.

If there is neither an arrestee, victim, owner, nor possessor associated with the evidence, it *must* be booked to the Department employee booking the property.

**Note:** Possessor *must* be defined as someone other than an owner in possession of evidence which is being taken into police custody. Possessor may include the finder of the evidence.

#### **4/520.20 NON-EVIDENCE BOOKED TO OWNER.**

Non-evidence *must* be booked to its owner. If ownership cannot be determined, it *must* be booked to the finder.

**Exception:** When non-evidence is removed from a vehicle, and the owner of the property is unknown, it *must* be booked to the registered owner of the vehicle. When neither is known, it *must* be booked to the employee.

#### **4/525.10 PRESERVING PROPERTY – GENERAL.**

All property *must* be protected from contamination, alteration, destruction, and damage. Employees taking custody of property which they do not know how to preserve *must* obtain assistance from Scientific Investigation Division (SID).

#### **4/515.10 LOCATION BOOKED - GENERAL.**

Evidence and non-evidence must be booked in the Area of occurrence. When the Area property room is closed, the property must be properly packaged and identified, and stored in an interim storage area as designated by the Commanding Officer, Property Division.

#### **Exceptions:**

- \* Employees working in, or assigned to, a division located within Central Area may book property directly into Central Property Section, regardless of the Area of occurrence;
- \* Employees working in, or assigned to, Van Nuys Area may book property directly into Valley Property Section regardless of the Area of occurrence;
- \* Narcotics and evidence to be analyzed must be booked into the appropriate SID courier temporary storage locker and transported to Property Division by the courier (Manual Section 4/515.30);
- \* Emergency Services Division personnel must book and store, in designated storage areas, explosives not considered "safe" (Manual Section 4/540.20);
- \* Evidence connected with Commercial Crimes Division investigations (Manual Section 4/515.20);
- \* Evidence connected with Burglary Special Section, Commercial Crimes Division investigations (Manual Section 4/515.25);
- \* Evidence related to a child abuse investigation that is the responsibility of the Abused Child Unit, Police Administration Building, must be booked at Property Division (Manual Section 4/604.19);
- \* Evidence related to a child abuse investigation that is the responsibility of the Abused Child Unit, Valley Section, must be booked at Valley Property Section (Manual Section 4/604.19);

- \* Property requiring analysis or comparison by Scientific Investigation Division (Manual Section 4/515.30);
- \* Narcotics-stained currency which is held for checking by the Gang and Narcotics Division K-9 Detail must be booked at Central or Valley Property Sections; and,
- \* Toluene-soaked rags and other evidence open to the air requiring special handling must be booked at Central or Valley Property Section.

**4/515.30 LOCATION BOOKED – EVIDENCE TO SCIENTIFIC INVESTIGATION DIVISION.** Evidence to be examined by Scientific Investigation Division (SID), *must* be booked into the Property Division courier system at the Area location most convenient to the booking employee. The request for analysis *must* be made to SID by the investigating officer. The evidence *must* be placed in the appropriate locker: Narcotics/shelf, refrigerator, or freezer.

**Exceptions:**

- \* Items too large for temporary storage lockers;
- \* Narcotics seizures in excess of 30 pounds net weight (Manual Section 4/540.75);
- \* Explosives not considered "safe" (Manual Section 4/540.20);
- \* Hazardous chemicals or materials (Manual Section 4/212.49);

**Note:** Compressed gas cylinders *must* be booked at Central or Valley Property Sections.

- \* Toluene-soaked rags or other evidence open to the air requiring special handling (Manual Section 4/515.10); and,

**Note:** During hours when SID is closed, employees requiring evidence handling or storage advice *must* telephonically contact an SID criminalist via Real-Time Analysis and Critical Response Division.

- \* Any amount of PCP in a container, one-half gallon or larger, or a total volume of one-half gallon or more of PCP (Manual Section 4/540.72).

These lockers *must not* be used for temporary storage of evidence to be booked into the Area property room.

**4/505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE.** Evidence booked into the Department's property system *must* be classified as follows:

- \* **Analyzed Evidence – Shelf Storage** – evidence, other than narcotics, that does not require climate-controlled or cold storage such as Gunshot Residue kits (GSR);
- \* **Analyzed Evidence – Climate-Controlled Storage** – All evidence, other than narcotics, that does not require cold storage including **dried** biological samples (dried blood/semen/saliva on swabs/fabric or other surfaces);

- \* **Analyzed Evidence – To Be Refrigerated** – Liquid blood and urine samples [except for the urine sample from the Sexual Assault Evidence Kit (SAEK)];
- \* **Analyzed Evidence – To Be Frozen** – Anything that cannot be dried, the SAEK and the urine sample from the SAEK; or,

**Note:** The urine sample from the SAEK which is removed and placed inside a Los Angeles County/City, Sexual Assault Evidence – Urine Sample envelope, must be packaged separately in an Analyzed Evidence – To Be Frozen Envelope, Form 12.51.02, and booked into frozen storage.

**Exception:** Sexual Assault Evidence Kits, once analyzed and found to be negative, may be stored in climate-controlled storage.

- \* **Analyzed Evidence – Narcotics.**

**4/535.07 PACKAGING ANALYZED EVIDENCE – GENERAL.** Evidence to be analyzed *must* be packaged in, or tagged with, appropriate Analyzed Evidence Envelopes, Laboratory Envelopes or Analyzed Evidence Tags. Employees booking all types of evidence to be analyzed *must* place a red Analyzed Evidence Seal, Form 10.12.07, over each flap of the required envelope and along the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams *must* be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package *must* be used. A red Analyzed Evidence Seal *must* be placed on the top surface where the tape ends meet. The Property Booking Guide contains additional information.

**Note:** The packaging of any item which only requires latent print analysis *must* be clearly marked "Hold for Prints" and booked into a Property Division facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer determines that fingerprint analysis is required, a telephonic request for the analysis *must* be made to SID. Scientific Investigation Division *must* make arrangements with Property Division for the SID courier to transport the item for analysis.

**Analyzed Evidence Envelopes:**

- \* Analyzed Evidence - Shelf Storage Envelope, Form 12.51.00;
- \* Analyzed Evidence - To Be Refrigerated Envelope, Form 12.51.01;
- \* Analyzed Evidence - To Be Frozen Envelope, Form 12.51.02;
- \* Analyzed Evidence - Narcotics Envelope, Form 12.51.03;
- \* Analyzed Evidence Tags;
- \* Analyzed Evidence - Shelf Storage Tag, Form 10.12.03;
- \* Analyzed Evidence - To Be Refrigerated Tag, Form 10.12.04;

- \* Analyzed Evidence - To Be Frozen Tag, Form 10.12.05;
- \* Analyzed Evidence - Narcotics Tag, Form 10.12.06; and,
- \* Analyzed Evidence Seals, Form 10.12.07.

#### **COMBINED REPORTING OF EVIDENCE.**

The Arrest Report, Form 05.01.00, Investigative Report, Form 03.01.00, or RFC Report Continuation, Form 05.02.08, may be used to book evidence as stated in Department Manual Sections 4/216.15 and 4/203.15.

**4/216.15 EVIDENCE REPORT COMBINED WITH ARREST REPORT.** Evidence booked in conjunction with an arrest may be reported as follows:

If only one arrestee, no firearm booked, and no more than two items of evidence, the face sheet of the Arrest Report, Form 05.02.00, is the evidence report. In this instance, the reporting officer *must*:

- \* Check the "Evidence" checkbox at top of the report;
- \* Complete the "Combined Evidence Report" Section on the report;
- \* Enter details relating to the evidence in the narrative; and,
- \* Forward a copy of the Arrest Report face sheet with the evidence.

If more than one arrestee, a firearm is booked, or more than three items of evidence, the Property Report, Form 10.01.00, stapled to the Arrest Report face sheet is the evidence report. In this instance, the reporting officer *must*:

- \* Check the "Combined Evidence" checkbox at the top of the Arrest Report face sheet;

**Note:** On multiple arrests, this checkbox is checked on **all** Arrest Report face sheets, and the name of the arrestee to whom the evidence is booked is entered immediately below that checkbox on **all** Arrest Report face sheets.

- \* Complete the shaded areas of the Property Report, including details and listing of the evidence;
- \* Number the Property Report as the last page of the Arrest Report; and,

**Exception:** On juvenile arrests, the Juvenile Arrest Supplemental Report, Form 05.02.06, followed by the Juvenile Automated Index printout are the last two numbered pages of the Arrest Report (Manual Section 4/218.60).

- \* Forward a copy of the Property Report, stapled to the Arrest Report face sheet, with the evidence.

**Exceptions:** A Property Report *must* not be combined with an Arrest Report when:

- \* The evidence is related to previously booked evidence. In this instance, the evidence *must* be booked to the same person (or firm) as on the original Property Report and under the original Division of Records (DR) number. The item numbering *must* start with the next sequential number from the original report;
- \* Reporting additional license plates. One plate, or set of plates, may be reported using the combined procedure. Additional plates require separate Property Reports with separate DR numbers (Manual Section 5/040.56); and,
- \* The booking employee's supervisor determines that use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

**DR Number.** A DR number is required for an Arrest Report on which booked evidence is listed.

**Completion - Private Person's Arrest.** When evidence is booked under the combined procedure, and the arrest is by a private person, the name, serial number, division and detail of the officer booking the evidence *must* be entered in the space provided on the Arrest Report face sheet; i.e., the second line of "Reporting Officer(s)."

**4/203.15 COMBINED REPORTING.** An employee conducting a preliminary investigation may combine the following reports, as appropriate:

- \* Combined Crime and Arrest Report (Manual Section 4/216.14);
- \* Combined Evidence and Arrest Report (Manual Section 4/216.15); and/or,
- \* Combined Evidence and Investigative Report (IR) when up to three items of evidence are booked, the reporting employee *must*:
  - \* Check the "Combined Evidence" checkbox at the top of the IR;
  - \* Complete the "Combined Evidence Report" section on the face of the IR;
  - \* Enter details relating to the evidence in the narrative of the IR; and,
  - \* Forward a copy of the IR face sheet with the evidence.
- \* Combined Evidence and Investigative Report when a firearm or more than three items of evidence are booked, the reporting employee *must*:
  - \* Check the "Combined Evidence" checkbox at the top of the IR;
  - \* Complete the shaded areas of the Property Report, including details and listing of the evidence;
  - \* Number the Property Report as the last page of the IR; and,

- \* Forward a copy of the Property Report, stapled to the face sheet of the IR, with the evidence.

**Exceptions:** A Combined Evidence and Investigative Report *must* not be used when:

- \* The Evidence is related to previously booked evidence;

**Note:** In this case, a separate Property Report *must* be completed in its entirety. The original Division of Records (DR) number *must* be used, and the items *must* be numbered starting with the next sequential item number *from the original report*.

- \* The evidence is booked to other than the primary victim of the IR (i.e., the victim listed at the top of the IR);
- \* Reporting additional license plates; and/or,

**Note:** One plate, or set of plates, may be reported using the combined procedure. Each additional plate, or set of plates, requires a separate report with a separate DR number (Manual Section 5/040.56).

- \* The booking employee's supervisor determines that the use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

#### **4/535.05 PACKAGING PROPERTY – GENERAL.**

The outer package of booked property *must* be no smaller than a 7-1/2" x 10-1/2" manila envelope. Employees *must* use preprinted envelopes when available. Blank envelopes *must* have a completed property tag stapled to the front.

Small items *must* be wrapped in a bindle and/or placed in a coin envelope. Each coin envelope *must* bear the item number and DR number of the related report. Personnel *must* consider cardboard carton packaging when the evidence is too large to fit into an envelope specified for storage of that type of evidence.

**Note:** Carton packaging that is used to hold analyzed evidence or other forms of non-analyzed evidence *must* have the appropriate evidence tag completed and secured to the outside of the carton.

#### **4/535.10 PACKAGING ALCOHOLIC BEVERAGES.**

A container of an alcoholic beverage *must* be securely capped and sealed with a completed sealed evidence label. If the container cannot be capped, a sample *must* be sealed in an approved evidence bottle, and booked with the original container.

#### **4/535.15 PACKAGING BLOOD SAMPLES (See Manual Section 4/343.42).**

#### **4/535.20 PACKAGING AMMUNITION.**

Each discharged projectile, cartridge case, or misfired cartridge which is submitted to Scientific Investigation Division (SID) *must* be individually wrapped in soft tissue, sealed in a coin envelope, and packaged separately from the

firearm. Ammunition that is not to be submitted to SID *must* be placed in a coin envelope and packaged with the gun, if practicable.

The words "Live Ammo" *must* be printed in red letters on the outside of a package containing live ammunition.

#### **4/535.90 PACKAGING VOLATILE FUELS (See Manual Section 4/212.49).**

#### **4/530.10 MARKING EVIDENCE – GENERAL.**

An item of evidence *must* not be marked for later identification when:

- \* It bears a serial number;

**Note:** Watches *must* not be dismantled for purposes of locating a serial number.

- \* It would alter its evidentiary value;
- \* It is capable of being identified through distinctive markings and recorded information; and/or,
- \* It is a flag of the United States of America or of the State of California (Manual Section 4/535.30).

When evidence is marked, the mark *must* be:

- \* As small as practicable;
- \* Distinctive;
- \* Placed so as to prevent reduction of the item's marketable value; and,
- \* Made as soon as practicable by the finding employee.

Evidence that cannot be marked or later identified by distinctive markings *must* be packaged and sealed with a completed sealed evidence label. An outline of the object *must* be traced on the package when it would be of value in making identification at a later date.

#### **4/530.20 MARKING EXPENDED AMMUNITION.**

When its evidentiary value would not be affected, expended ammunition *must* be marked as follows:

- \* Cartridge case - on the inside, or if not practicable, on the outside near the opened end; and,
- \* Bullet - on the base.

#### **4/530.30 MARKING OF BOOKED DOCUMENTS.**

The Division of Records (DR) number *must* be the only marking placed on a forged/fraudulent document or invoice by the reporting employee. It *must* be printed in ink or typed as near as practicable to the upper right hand corner of the face without interfering with markings already present. If this is not practicable, place the document(s) in a manila envelope, and print the DR number on the upper right corner of the envelope and attach the documents unfolded and paper-clipped to the back of the completed report.

**Exception:** Forged/fraudulent items such as identifications, credit cards, and checkbooks, *must* be booked as evidence.

**4/540.60 BOOKING MONEY.** All monies taken into Department custody *must* be counted by the officer booking the money and the appropriate supervisor prior to booking. A copy of the related Property Report, Form 10.01.00, must accompany each money booking.

**Note:** When an officer seizes or takes into custody U.S. currency totaling less than \$5,000, the concerned officer *must* book the currency at the Area property room. The items *must* be placed in the designated interim storage locker when the Area property room is closed. When an officer seizes or takes into custody U.S. currency totaling \$5,000 or more, the officer *must* transport the currency to Valley Property Section or Central Property Section, Property Division, for recounting and booking.

**Officer's Responsibilities.** When an officer seizes or takes into custody U.S. currency, the officer *must*:

- \* Count the currency, in the presence of a supervisor preferably not involved in the seizure, and place the currency into a Money Envelope, Form 10.12.02;
- \* Obtain the signature of the supervisor verifying the money count on the Money Envelope;
- \* Ensure that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- \* Seal the top flap of the Money Envelope with an Analyzed Evidence Seal (LAPD Sealed Evidence-red), Form 10.12.07;
- \* Complete a Property Report listing the currency booked; and,
- \* Book the items into the appropriate property facility.

**Note:** Money that is of unique evidentiary value (e.g., possible fingerprints) *must* be listed on the Property Report as outlined in Section 10.01.00-26, accessible within the "Form Use" link, on LAPD E-Forms on the Department's Local Area Network.

When booked money requires checking by a Narcotics Division K-9 unit and a unit is unavailable prior to booking, the booking officers *must* notify the property officer that after counting and booking the currency to place the Money Envelope into a Kapak bag to ensure the currency is not contaminated during storage. Items held for checking by the K-9 Detail *must* be booked at Central or Valley Property Sections.

**Supervisor's Responsibilities.** Supervisors responsible for counting currency *must*:

- \* Verify that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- \* Sign the Money Envelope in the appropriate place and ensure the envelope is properly sealed; and,
- \* Ensure that the items are booked into the appropriate property facility.

**Note:** A supervisor *must* witness the recount of all currency removed from interim storage by the property officer for booking into the Area property room. The supervisor *must* sign and date the Analyzed Evidence Seal (LAPD Sealed Evidence-blue), Form 10.12.07, overlaying the Money Envelope flap next to the signature of the property officer.

**Property Officer's Responsibility.** Property officers at Area property rooms who accept currency for booking *must*:

- \* Recount the currency in the presence of the booking officer;
- \* If the currency is removed from interim storage for booking into the Area property room, recount the currency in the presence of a sworn supervisor;

**Note:** The property officer *must* be responsible for applying blue evidence seals to all currency packages opened for recounting. All resealing *must* be done in the presence of the sworn supervisor witnessing the recount. The property officer *must* sign and date the blue evidence seal overlaying the Money Envelope flap in the presence of the sworn supervisor.

- \* Ensure the money count is properly listed on the Money Envelope;
- \* Seal the Money Envelope with a blue evidence seal and sign and date the evidence seal; and,
- \* Place the item into secure storage.

Property officers at Central Property Section or Valley Property Section who accept currency for booking *must*:

- \* Recount the currency in the presence of the booking officers;
- \* Verify the currency count matches the Money Envelope;
- \* Place the currency into the Money Envelope and seal with a blue evidence seal;
- \* Sign and date the blue evidence seal; and,
- \* Obtain the signature of a Property Division supervisor on the blue evidence seal overlying the Money Envelope flap.

**Commanding Officer, Property Division's Responsibilities.** The Commanding Officer, Property Division, *must*, as soon as practical upon expiration of the 60-day time limit, cause all monies eligible for deposit into the Booked Money Account, not stored in the Central Property Section, Property Division, to be transferred to Central Property Section or Valley Property Section for deposit.

**Exception:** If a release has been authorized and is pending, the money will not be transferred and deposited until the required term for claiming the money has expired. Upon determination that money in the account is eligible for disbursement, the Commanding Officer of Property Division *must* cause a Booked Money Disbursement, Form 10.26.00, to be completed and forwarded to Fiscal Operations Division.

**Note:** Monies not yet deposited into the Booked Money Account may be released in accordance with procedures outlined in Manual Section 4/555.10.

**BOOKING OF LICENSE PLATES.** A separate report bearing a separate vehicle Division of Records (DR) Number *must* be made for each plate or set of plates. (Also see Vehicle/Vessel Reporting - Field Notebook Divider, Form 18.36.00.)

**4/238.48 PROPERTY TO CORONER.** An officer at the scene of a death requiring a Death Report, Form 03.11.00 (Manual Section 5/03.11.00), *must* obtain an itemized receipt from the Coroner's deputy for all property, including the contents of wallets and purses, removed from the scene by such deputy. The receipt *must* be stapled to the original of the Death Report.

**Suicide Notes.** Original suicide notes *must* accompany the body to a Coroner's mortuary. Portions of suicide notes pertaining to the suicidal act *must* be quoted in the Death Report when practicable. When a copy of the original suicide note is desired by investigating officers, a photocopy may be obtained from the Coroner's Office. When the original note is needed for crime laboratory study, it *must* be obtained from the Coroner's Office by a member of Scientific Investigation Division.

**Poisons and Drugs.** All poisons, drugs, and their containers suspected of being connected with a suicide *must* accompany the body to the Coroner's Office.

**Firearms.** All firearms suspected of being suicide weapons *must* be booked as evidence in order to provide the opportunity to test such firearms. The investigating officer *must* be responsible for determining the final disposition of the firearm (Manual Section 4/560.40).

#### **4/540.30 BOOKING FIREARMS.**

**General.** All firearms coming into the custody of the Department *must* be classified as evidence.

**Booking Firearms – Officer's Responsibility.** An officer booking a firearm into Department custody *must* ensure that the firearm is unloaded and safe for handling. Employees unfamiliar with the unloading or securing of a firearm *must* contact the Firearms Unit, Scientific Investigation Division (SID), for advice. Additionally, if physical evidence such as latent prints is of extreme importance and there is a potential for damaging such evidence during the unloading process, SID *must* be requested to respond for assistance.

**Note:** During off-hours and weekends, SID firearms examiners may be contacted for advice or response through Real-Time Analysis and Critical Response Division.

In all cases, the Firearms Unit *must* be contacted to examine and clear the following types of hazardous weapons prior to booking:

- \* Muzzle loaders.
- \* Cap-and-ball black powder weapons.
- \* Jammed or inoperative weapons, including weapons with rounds that cannot be extracted.

When possible, weapons *must* be broken down or otherwise modified and packaged to allow easy visual examination and assurance they are unloaded.

Upon ensuring the firearm is unloaded and safe for handling, the booking employee *must*:

- \* Complete a Property Report, Form 10.01.00;

**Note:** The name and serial number of the SID firearms examiner, along with the date and time a hazardous weapon was rendered safe for handling, *must* be documented in the Property Report. For firearms contaminated with diseased or infectious bodily fluids or for other specially packaged or sealed firearms, documentation of the clearing of weapons *must* be included in the Property Report.

- \* Complete the Firearms Supplemental Property Report, Form 10.01.01;

**Note:** Officers *must* complete one Firearms Supplemental Property Report **for each firearm booked**. When more than three associates exist, complete another Firearms Supplemental Property Report. When more than three firearms are booked, complete the Firearms Supplemental Property Report Continuation Sheet, Form 10.01.02. When a firearm is recovered directly from a specific person, any other individual in the possessor's company will be considered an associate and their information *must* be entered into "Possessor's Associate" section. The Firearms Supplemental Property Report *must* become a page of the Property Report and continue the page numbering sequence and be submitted to a supervisor for approval.

- \* When multiple firearms are booked on a single Property Report and all have the same possessor, associates, recovery location and recovery date, the first firearm is listed on the Firearms Supplemental Property Report. Additional firearms will be listed on the Continuation Sheet for Firearms Supplemental Property Report. The appropriate information *must* be recorded on the for Firearms Supplemental Property Report Continuation Sheet by the officer booking the firearm into a Department Property Room;
- \* The Firearms Supplemental Property Report Continuation Sheet *must* become a page of the Property Report and continue the page numbering sequence and be submitted to a supervisor for approval;

- \* Cause the Automated Firearms System (AFS) and National Crime Information Center (NCIC) to be queried to determine wants and registration information;
- \* Telephonically report all firearms reported stolen, lost, recovered, located and booked to the Vehicle Warrant Section (VWS), Records and Identification (R&I) Division;
- \* Document the results of the AFS and NCIC query on the Property Report;
- \* Affix the AFS/NCIC print out to the Property Report with transparent tape, immediately below the recorded description of the firearm;
- \* Print the word "FIREARM" in **red** in the top margin of the Property Report;
- \* When booking a firearm at a location other than the property unit within the geographic Area in which the firearm was seized, print in the left margin of the Property Report, a statement directing extra copy distribution to the robbery unit of the geographic Area in which the firearm was seized;
- \* Submit the completed Property Report and Firearms Supplemental Property Report, to a supervisor for approval; and,
- \* Deposit the property and two copies each of the approved Forms, the Property Report, Firearms Supplemental Property Report, and Firearms Supplemental Property Report Continuation Sheet, when applicable, with the concerned property unit.

**Note:** All information relative to a firearm will be entered into the AFS by personnel assigned to the VWS, R&I Division.

**Supervisor's Responsibilities.** The supervisor approving the Property Report *must*:

- \* Physically inspect the firearm (unless held for latent prints) to verify the accuracy of the information contained on the Property Report and to verify that the firearm is unloaded; and,

**Note:** If the firearm is being held for latent prints or other scientific evidence, supervisors *must* visually inspect the firearm to verify as much information as possible is contained in the Property Report.

- \* Ensure that a notation is made in the narrative portion of the Property Report when unable to query AFS and NCIC.

The supervisor approving the Firearms Supplemental Property Report, and the Firearms Supplemental Property Report Continuation Sheet, *must* review the form for completeness and accuracy, **ensuring that all available information has been included.**

**Receiving Booked Firearms - Property Officer's Responsibilities.** The property officer receiving a booked firearm *must*:

- \* Inspect the firearm and verify all information contained in the Property Report; and,
- \* At the beginning of each work day, forward one copy of each Property Report, the Firearms Supplemental Property Report and the Continuation Sheet for Firearms Supplemental Property Report when applicable, and a copy of the AFS/NCIC printout directly to the Gun Unit, Gang and Narcotics Division and R&I Division, via intradepartmental mail; and,
- \* Ensure that a completed Firearms Supplemental Property Report and the Continuation Sheet for Firearms Supplemental Property Report Continuation Sheet is attached to the Property Report for each firearm booked.

**Packaging.** Long guns including sawed-off long guns need not be packaged. An Evidence Tag, Form 10.12.00, *must* be attached to the barrel.

Handguns *must* be packaged when practicable. Only the weapon's magazine, ammunition or holster may be packaged with a firearm.

**Note:** A magazine *must* not be stored in a weapon, and ammunition *must* not be stored in a magazine.

#### **4/540.20 BOOKING EXPLOSIVE SUBSTANCES.**

Explosive substances are classified as "Safe" or "Dangerous."

**BOOKING "SAFE" EXPLOSIVES.** "Safe" explosive items are booked in the same manner as any other property. A package containing a "Safe" explosive item *must* be marked with large red letters indicating the type of explosive material contained, for example, "Fireworks," "Flares," or "Live Ammo." The types of "Safe" explosives are:

- \* Fireworks - "Safe and Sane" types (Bearing State Fire Marshal seal) and less than 10 pounds gross weight;
- \* Emergency Highway flares/fuses; and,
- \* Fixed ammunition and blank or saluting cartridges less than .50 caliber.

**BOOKING "DANGEROUS" EXPLOSIVES.** All other explosive substances are classified as "Dangerous" and *must* only be recovered and booked by the Hazardous Devices/Materials Section, Emergency Services Division (ESD), personnel. The Hazardous Devices/Materials Section technician who assumes custody of a dangerous explosive substance *must* ensure that a Property Report, Form 10.01.00, is completed and distributed as soon as practicable. Common examples of "Dangerous" explosive substances are:

- \* Fireworks not bearing the State Fire Marshal seal or with a gross weight of ten pounds or more;

- \* Firecrackers and similarly constructed explosive devices that do not bear a State Fire Marshal seal, such as Cherry Bombs, M80's, and M100's;
- \* Seal Bombs and bird distracters (Agricultural/wildlife types of fireworks);
- \* Railroad Torpedoes; and,
- \* Ammunition .50 caliber and larger.

**Note:** Officers recovering ammunition .50 caliber or larger *must* contact the Hazardous Devices/Materials Section, ESD, or Real-Time Analysis and Critical Response Division during off-hours. A Hazardous Devices/Materials Section officer will determine whether the recovered ammunition is considered "Safe" and can be booked at Property Division. In cases when a Hazardous Devices/Materials Section officer advises that the ammunition is considered "Safe" to book, the officers *must* note the name, rank, and serial number of the Hazardous Devices/Materials Section officer authorizing the booking in the Property Report.

When investigating officers cannot determine the classification of a suspected explosive substance as "Safe" or "Dangerous," officers *must* treat the suspected item as "Dangerous" and contact the Hazardous Devices/Materials Section, ESD, or Real-Time Analysis and Critical Response Division during off-hours for advice.

**4/540.70 PROCESSING NARCOTICS, TOLUENE AND DANGEROUS DRUGS, ETC.** Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs *must* be booked in or labeled with an Analyzed Evidence - Narcotics Envelope, Form 12.51.03 and a Narcotic Evidence Booking Identification Card, Form 10.12.09.

**Booking Employee's Responsibilities.** When packaging small quantities of narcotics, officers *must*:

- \* Place the narcotics into a resealable plastic bag;
- \* Complete and **sign** a separate Narcotic Evidence Booking Identification Card for each Analyzed Evidence-Narcotic Envelope;

**Note:** The Narcotics Evidence Booking Identification Card is **not** to be itemized on the report. Officers are also reminded that a separate Analyzed Evidence - Narcotics Envelope *must* be used to contain the evidence obtained from each arrestee.

- \* Place the resealable plastic bag and the Identification Card into an Analyzed Evidence - Narcotics Envelope;

**Exception:** Plant material *must* not be placed in a plastic bag before being placed into an Analyzed Evidence - Narcotics Envelope.

- \* Staple the flap shut as closely as possible to the lower edge using two staples on opposite sides of the flap; and,

- \* Place Analyzed Evidence Seals, Form 10.12.07, over each flap and the center seam.

**Note:** Narcotics evidence weighing one kilogram or more *must* be placed in a plastic numbered property bag and placed in a cardboard box along with a Narcotic Evidence Booking Identification Card. The box *must* be sealed with a high quality fiber reinforced tape. A completed Analyzed Evidence - Narcotics Envelope *must* be attached to the outside of the cardboard box.

The package *must* be sealed with a completed evidence label. A separate Analyzed Evidence - Narcotics Envelope and a Narcotic Evidence Booking Identification Card *must* be used for the evidence obtained from each arrestee. Resealable plastic bags may be used to separate evidence within the Analyzed Evidence - Narcotics Envelope. Each envelope *must* bear an item number and be listed on related reports. No other evidence, except narcotic paraphernalia requiring analysis, *must* be included in the sealed package. The Analyzed Evidence - Narcotics Envelope *must* not be filled above the fold of the upper flap of the package.

An officer seizing one kilogram or larger size packages of dangerous drugs or narcotics evidence *must*:

- \* Consecutively number the exterior of each package wrapping;
- \* Complete the Narcotic Evidence Booking Identification Card;
- \* Weigh the packages for gross weight and place them in a cardboard box;

**Note:** "Gross weight" is the weight of each individual package of narcotics including the packaging material. "Control weight" is the weight of a single box containing several individual packages. "Net weight" is the weight of the narcotics without any packaging material. Refer to Manual Section 4/540.75 for handling seizures exceeding 30 pounds net weight.

- \* Weigh the box and contents for control weight and seal with wide, high quality tape and a sealed evidence label;
- \* List the gross weight and control weight on the Property Report; and,
- \* Complete an Analyzed Evidence - Narcotics Envelope and attach it to the outside of the cardboard box, indicating the numbered packages contained within and the gross and control weight of the box and its contents.

**Note:** When booking large quantities of narcotics requiring numerous boxes, an Analyzed Evidence - Narcotics Envelope *must* be attached to the outside of the first box of each item number on the Property Report, Form 10.01.00, which consists of one or more boxes, and an Analyzed Evidence - Narcotics Tag, Form 10.12.06, *must* be attached to each remaining box.



Each of the boxes *must* contain a Narcotic Evidence Booking Identification Card. The item number, box number, and total number of boxes *must* be documented on each box.

**Exception:** Kilogram - sized packages of dangerous drugs or narcotics which have been opened by Scientific Investigation Division (SID) personnel for net weighing *must* be resealed, including the original packaging material, inside a 33-gallon plastic bag, with high quality tape sealing the opening of the bag. The sealed bag containing the loose drugs or narcotics and original packaging material *must* then be placed inside a second bag of the same type and similarly sealed. An evidence seal *must* be placed over the tape on the outside bag.

The employee booking the evidence *must* in all cases complete the upper portion of the form on the face of the envelope, including any special instructions for the chemist making the analysis.

**Note:** Refer to Manual Section 4/540.72 for Phencyclidine (PCP), or its analogs handling procedures.

**Marijuana Cigarettes.** Marijuana cigarettes *must* be marked for identification. Each cigarette and specific location from which the cigarette was taken *must* be listed on related reports.

**Paraphernalia Containing Narcotics Residue.** An officer booking paraphernalia containing narcotics residue *must*:

- \* Place narcotics paraphernalia into a resealable plastic bag, size permitting, or into a plastic property bag if the residue may be destroyed, or directly into an Analyzed Evidence - Narcotics Envelope along with a Narcotic Evidence Booking Identification Card;
- \* Staple the envelope flap shut as close as possible to the lower edge using two staples on opposite sides; and,
- \* Place Analyzed Evidence Seals over each flap and the center seam.

**Exception:** Paraphernalia containing plant material residue *must* be placed inside a coin envelope, if practical, and placed directly into an Analyzed Evidence - Narcotics Envelope.

**Note:** This section does not affect booking procedures for paraphernalia not containing narcotics residue.

**Toluene.** When toluene or similar toxic substance is exposed to the air (e.g., glue on a rag or in a paper bag), the evidence *must* be placed in a glass container.

**Weights and Measures.** Substances, except growing marijuana, *must* be counted and/or weighed. The actual weight in grams or pounds, specify whether net (without container) or gross weight, *must* be listed.

**Note:** Containers included in the gross weight *must* be described in the Property Report (or Arrest Report, Form 05.02.00, if used to book the evidence). Marijuana plants *must* be counted. Their number and net weight (minus dirt and container) *must* be recorded on the Property Report. The plants *must* be placed in a carton. If necessary, the plants may be folded. Generally, the dirt and the container need not be booked.

When practicable, the plants *must* be photographed prior to being uprooted.

**Preliminary Chemical Test.** A supervisor or detective *may* perform a preliminary chemical test, on felony cases, to corroborate the arresting officer's opinion. A preliminary drug test *must* be completed for misdemeanor arrests. The officer performing the chemical test, or, when no test is administered, a supervisor, Area of occurrence, *must*:

- \* Verify the quantity of evidence listed on the Property Report (or Release From Custody [RFC] Report Continuation, Form 05.02.08; or Arrest Report face sheet if used to book the evidence);
- \* Witness the sealing of the evidence; and,
- \* When available, approve the related evidence report.

**Note:** Dispose of the Preliminary Drug Test Kit once the test has been completed. The test kit *must not* be booked into evidence.

The employee booking the evidence *must*:

- \* Complete the Preliminary Drug Test Section of the Property Report (or Release From Custody [RFC] Report Continuation; or Arrest Report face sheet if used to book the evidence);
- \* Enter the letter "P" in **red** on the upper right-hand corner of the Analyzed Evidence - Narcotics Envelope when the preliminary chemical test is positive; and,
- \* Any remaining portion of a unit of evidence on which a preliminary drug test has been performed *must* be placed in a separate package marked "Test Sample" and included in the Analyzed Evidence - Narcotics Envelope with other evidence.

**Juvenile Arrested.** When booking controlled substance evidence in juvenile cases, indicate whether the juvenile is "**Detained**" or "**Released**" in red on the upper left corner of the Analyzed Evidence - Narcotics Envelope.

If a juvenile is detained or when narcotics or a substance believed to be toxic for which no preliminary chemical test is available, complete an Analyzed Evidence Report, Form 12.20.00; and staple it to the Analyzed Evidence - Narcotics Envelope.

**Exception:** The Analyzed Evidence Report need not be completed when a container lists toluene as one of the contents, and toluene is the only reason for the booking.

**Booking Location.** Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs *must* be booked into SID via the courier unit. The item requiring analysis *must* be placed into the narcotics storage locker for pick up by the SID courier unit.